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Parts I and II  
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## **AFSC 2T0X1 TRAFFIC MANAGEMENT SPECIALTY**



**LOGISTIC TRAINING CENTER  
LACKLAND AFB, TEXAS**



## **CAREER FIELD EDUCATION AND TRAINING PLAN**

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# TRAFFIC MANAGEMENT SPECIALTY AFSC 2T0X1 CAREER FIELD EDUCATION AND TRAINING PLAN

## Part I

### *Preface*

1. This Career Field Education and Training Plan (CFETP) is a comprehensive education and training document that identifies life-cycle education/training requirements, training support resources, and minimum core task requirements for this specialty. The CFETP will provide personnel a clear career path to success and will instill rigor in all aspects of career field training. **NOTE:** Civilians occupying associated positions will use Part II to support duty position qualification training.

2. The CFETP consists of two parts; both parts of the plan are used by supervisors to plan, manage, and control training within the career field.

**2.1.** Part I provides information necessary for overall management of the specialty. Section A explains how everyone will use the plan; Section B identifies career field progression information, duties and responsibilities, training strategies, and career field path; Section C associates each level with specialty qualifications (knowledge, education, training, and other); Section D indicates resource constraints. Some examples are funds, manpower, equipment, facilities; Section E identifies transition training guide requirements for SSgt through MSgt.

**2.2.** Part II includes the following: Section A identifies the Specialty Training Standard (STS) and includes duties, tasks, technical references to support training, Air Education and Training Command (AETC) conducted training, wartime course, core task, and correspondence course requirements; Section B is reserved in this CFETP; Section C identifies available support materials. An example is a Qualification Training Package (QTPs which may be developed to support proficiency training). These packages are identified in the Air Force Master Catalog; Section D identifies a training course index supervisors can use to determine resources available to support training. Included here are both mandatory and optional courses; Section E identifies MAJCOM unique training requirements supervisors can use to determine additional training required for the associated qualification needs.

3. Guidance provided in the CFETP will ensure individuals in this specialty receive effective and efficient training at the appropriate point in their careers. This plan will enable us to train today's work force for tomorrow's jobs. At unit level, supervisors and trainers will use Part II to identify, plan, and conduct training commensurate with the overall goals of this plan.

## ***ABBREVIATIONS/TERMS EXPLAINED***

**Advanced Training (AT)**—Formal course that provides individuals who are qualified in one or more positions of their Air Force Specialty (AFS) with additional skills and knowledge to enhance their expertise in the career field. Training is for selected career airmen at the advanced level of the AFS.

**Air Force Specialty**—A group of positions (with the same title and code) that require common qualifications.

**Bridge Course**—A formal or informal course of training which allows the individual to expand his/her knowledge in another area of expertise.

**Career Field Education and Training Plan (CFETP)**—CFETP is a comprehensive core training document that identifies: life-cycle education and training requirements; training support resources, and minimum core task requirements for a specialty.

**Certification**—A formal indication of an individual's ability to perform a task to required standards.

**Certification Official**—A person whom the commander assigns to determine an individual's ability to perform a task to required standards.

**Core Task**—Tasks identified by the AFCFM as minimum qualification requirements for everyone within the AFSC, regardless of duty position. Core tasks may be specified for a particular skill level or in general across the AFSC. Guidance for using core tasks can be found in the applicable CFETP narrative.

**Course Training Standard (CTS)**— Identifies the level of training members will receive in a specific course.

**Logistics Readiness Enlisted Advisory Group (LREAG).** Meets at the direction of HQ USAF/IL to discuss significant issues, priorities and policies. Provides advice and counsel to HQ USAF/IL concerning the enlisted logistics readiness community and resolves problems affecting the enlisted force and the overall mission. It also provides recommendations and initiatives for future training needs, career progression trends, and identifies information systems needs.

**Exportable Training Course** —Instructional packages designed for use in the field. The course may include printed, computer-based, or other audiovisual materials.

**Go/No Go**—The stage at which an individual has gained enough skill, knowledge, and experience to perform the tasks without supervision. Meeting the task standard.

**Initial Skills Training**—A formal school course that results in an AFSC 3-skill level award for enlisted or mandatory training for upgrade.

**On-the-Job Training (OJT)—Supervised** hands-on performance training conducted to certify personnel in both upgrade (skill level award) and job qualification (position certification training).

**Position Qualification Training**—Training designed to qualify an Airman in a specific position that occurs after upgrade training.

**Proficiency Training**—Training provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade.

**Qualification Training (QT)**—Hands-on performance training designed to qualify an airman in a specific position. This training occurs both during and after upgrade training to maintain up-to-date qualifications.

**Qualification Training Package (QTP)**—An instructional package designed for use at the unit to qualify, or aid qualification, in a duty position or program, or on a piece of equipment. It may be printed, computer-based, or in other audiovisual media.

**Resource Constraints**—Resource deficiencies, such as money, facilities, time, manpower, and equipment that preclude desired training from being delivered.

**Specialty Training Standard (STS)**—An Air Force publication that describes an Air Force specialty in terms of tasks and knowledge an Airman in that specialty may be expected to perform or to know on the job. Also identifies the training provided to achieve a 3-, 5-, or 7-skill level within an enlisted AFS. It further serves as a contract between AETC and the functional user to show which of the overall training requirements for an Air Force Specialty Code (AFSC) are taught in formal schools and correspondence courses.

**Standard**—An exact value, a physical entity, or an abstract concept, the appropriate authority, custom, or common consent sets up and defines to serve as a reference, model, or rule in measuring quantities or qualities, developing practices or procedures, or evaluating results. A fixed quantity or quality.

**Supplemental Training** —Formal training on new equipment, methods and technology that are not suited for on-the-job training.

**Task Certifier**—See Certification Official.

**Trainer**—A qualified individual who teaches personnel to perform specific tasks through OJT methods.

**Training Capability**—The ability of a unit or base to provide training. Authorities consider the availability of equipment, qualified trainers, study reference materials, and so on in determining a unit's training capability.

**Training Session**—Training that trainers conduct based on technical data for a task that existing courses could not support.

**Upgrade Training (UGT)**—Mandatory training required for upgrade to a higher skill level.

**Utilization and Training Workshop (U&TW).** A forum chaired by the AFCFM consisting of MAJCOM Air Force Specialty Code (AFSC) functional managers, Subject Matter Experts (SMEs), and AETC training personnel that determine career ladder training requirements.

**Wartime Tasks**—Those tasks that must be taught when courses are accelerated in a wartime environment. In response to a wartime scenario, these tasks will be taught in the 3 level course in a streamlined training environment. These tasks are only for those career fields that still need them applied to their schoolhouse tasks.

## ***Section A - General Information***

**1. Purpose.** This CFETP provides information necessary for Air Force Career Field Managers (AFCFM), MAJCOM functional managers (MFMs), commanders, training managers, supervisors and trainers to plan, develop, manage, and conduct an effective career field training program. This plan outlines the training individuals in this AFS should receive in order to develop and progress throughout their careers. This plan identifies initial skills, upgrade, qualification, advanced, and proficiency training. *Initial skills* training is the AFS specific training an individual receives upon entry into the Air Force or upon retraining into this specialty for award of the 3-skill level. Normally, this training is conducted by AETC at one of the technical training centers. *Upgrade training* identifies the mandatory courses, task qualification requirements, and correspondence course completion requirements for award of the 3-, 5-, 7-, 9-skill levels. *Qualification training* is actual hands-on task performance training designed to qualify an airman in a specific duty position. This training occurs both during and after the upgrade training process. It is designed to provide the performance skills/knowledge required to do the job. *Advanced training* is formal specialty training used for selected airmen. *Proficiency training* is additional training, either in-residence or using exportable advanced training courses, or on-the-job training, provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade. The CFETP has several uses, some are:

- 1.1.** Serves as a management tool to plan, manage, conduct, and evaluate a career field training program. It is also used to help supervisors identify training at the appropriate point in an individual's career.
- 1.2.** Identifies task and knowledge training requirements for each skill level in the specialty and recommends education/training throughout each phase of an individual's career.
- 1.3.** Lists training courses available in the specialty, identifies sources of training, and the training delivery method.
- 1.4.** Identifies major resource constraints which impact full implementation of the desired career field training process.

**2. Use of the CFETP.** MFMs and supervisors will use this plan at all levels to ensure comprehensive and cohesive training programs are available for each individual in the specialty.

- 2.1.** AETC training personnel will develop/revise formal resident, non-resident, field and exportable training courses based on requirements established by the users and documented in Part II of the CFETP. They will also work with the AFCFM to develop acquisition strategies for obtaining resources needed to provide the identified training.
- 2.2.** MFMs will ensure their training programs complement the CFETP mandatory initial, upgrade, and proficiency requirements. Identified requirements can be satisfied using OJT, resident training, contract training, or exportable training courses. MAJCOM-developed training to support this AFSC must be identified for inclusion into plan.
- 2.3.** Each trainee will complete the mandatory training requirements specified in this plan. The list of courses in Part II will be used as a reference for additional training.

**3. Coordination and Approval.** The AFCFM is the approval authority. MAJCOM representatives and AETC training personnel will identify and coordinate on the career field training requirements. The AETC training manager for this specialty will initiate an annual review of this document by AETC and MFMs to ensure requirements are current and accurate. Using the list of courses in Part II, they will eliminate duplicate training.



## ***Section B - Career Progression and Information***

### **4. Specialty Description.**

**4.1. Specialty Summary.** Performs and manages traffic management activities. Uses military and commercial transportation to move personnel, eligible dependents, materiel, and property. Packages, classifies, and arranges personal property and cargo for shipment or storage.

### **4.2. Duties and Responsibilities:**

**4.2.1.** Plans and organizes traffic management activities. Receives and packages items for shipment or storage. Prepares budget estimates for materials and equipment. Inspects items for identity, quantity, and condition. Segregates items requiring special handling. Considers cost and special handling requirements when selecting preservation and packing material to ensure protection. Certifies hazardous cargo to be moved by surface and air. Ensures convoy, hazardous, or oversized permits are acquired before movement.

**4.2.2.** Directs traffic management activities. Identifies, marks, and labels cargo and personal property for shipment or storage. Inspects shipments to determine condition. Verifies carrier service. Initiates discrepancy reports. Determines work priority. Monitors preservation, packaging, and handling of cargo and personal property being shipped or stored. Arranges official travel for individuals and groups. Verifies commercial travel office routing and fares. Resolves administrative and operational problems, and authorizes deviation from procedures.

**4.2.3.** Counsels personnel and eligible dependents on passenger and personal property movements. Reviews official travel orders to determine transportation entitlements.

**4.2.4.** Uses carrier tariffs and rates to determine mode and cost of commercial transportation to move personal property. Arranges shipment and storage of personal property. Makes cost comparisons between various modes of transportation, and between government and commercial storage facilities. Validates need for and use of temporary storage. Monitors equipment availability, service to required destinations under current operating rights, shipping status, condition of household goods packing, and local drayage contracts.

**4.2.5.** Classifies cargo. Determines and schedules proper carrier equipment for loading and unloading. Converts military nomenclature to commercial freight classification. Determines weight of commodities to be shipped. Consolidates and routes shipments. Develops and maintains data reference files. Determines cargo priority, and schedules movement accordingly. Coordinates pickup and delivery of cargo shipments. Coordinates with base activities to control flow of inbound and outbound cargo. Provides transportation data and support to contracting.

**4.2.6.** Maintains and issues transportation documents. Prepares passenger related travel documents. Processes pay adjustment vouchers for cost charge travel, and issues service and purchase orders. Computes and documents excess transportation costs. Prepares reweigh and loss and damage reports. Compiles data for comparison with other shipment modes. Prepares personal property shipment applications. Establishes and maintains personal property case files, rate printouts, basic agreements, carrier tenders of service, accountable document registers, and military or carrier tariffs for household goods movements. Processes contractor invoices and verifies services performed. Prepares shipment discrepancy reports. Issues diversion and reconsignment certificates.

**4.2.7.** Operates and maintains material handling equipment, such as forklifts, pallet and hand-trucks. Utilizes woodworking equipment and machines that weigh, band, staple, tape, and seal. Operates automated data processing equipment to prepare, transmit, and receive transportation transaction data.

**5. Skill/Career Progression.** Adequate training and timely progression from the apprentice to the superintendent skill level play an important role in the Air Force's ability to accomplish its mission. It is essential that everyone involved in training do their part to plan, manage, and conduct an effective training program.

**5.1. Apprentice (3) Level.** Upon completion of initial skills training, Course L3ABR2T031 00AA, Traffic Management Apprentice, a trainee begins OJT with a trainer to enhance their knowledge and skills. They will utilize the Career Development Course (CDC), Task Qualification Training, and other exportable training courses to progress in the career field. Once task certified, a trainee may perform the task unsupervised.

**5.2. Journeyman (5) Level.** Once upgraded to the 5-level, a journeyman will enter into continuation training to broaden their experience base. Individuals will attend the Airman Leadership School (ALS), the entry-level Professional Military Education (PME) program and use their CDCs to prepare for testing under Weighted Airman Promotion System (WAPS).

**5.3. Craftsman (7) Level.** A craftsman can expect to fill various supervisory and management positions such as element chief, line supervisor, section chief, and task certifier. They may also be assigned to work in staff positions. Successful completion of 7-level CDC, core tasks and the 7-level in-residence course is required for upgrade training.

**5.4. Superintendent (9) Level.** A 9-level can be expected to fill positions such as flight chief, NCOIC, superintendent, and various staff jobs. Senior NCOs will attend the Senior Noncommissioned Officer Academy.

**6. Training Decisions.** The CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the Traffic Management career field. The spectrum includes a strategy for when, where, and how to meet the training requirements.

**6.1. Initial Skills.** Initial/Entry level training will usually be developed and taught by AETC. AFSC 2T031 is awarded following successful completion of course, L3ABR2T031 00AA, Traffic Management Apprentice course.

**6.2. Five Level Upgrade Requirements.** AFSC 2T051 is awarded following successful completion of 15 months (9 months for retrainees) OJT, 5-level CDCs, and certification on all Core Task Elements identified in the 2T2X1 STS.

**6.3. Seven Level Upgrade Requirements.** AFSC 2T071 is awarded following successful completion of the 7-level residence course, in addition to completion of 12 months OJT (6 months for retrainees), STS core tasks, 7-level CDCs, and attainment of the grade of SSgt.

**6.4. Proficiency Training.** Additional knowledge and skill requirements not were not provided by formal training or upgrade training are achieved through continuation training. MAJCOMs must develop a continuation training program to ensure individuals in the traffic management career field receive the necessary training at the appropriate point in their career. The training program will identify both mandatory and optional training requirements.

**7. Community College of the Air Force.** Enrollment in CCAF occurs upon completion of basic military training, however, individuals are encouraged to contact the base education office to verify enrollment upon arrival at their home station. CCAF provides the opportunity to obtain an Associates in Applied Sciences Degree. In addition to its associates degree program, CCAF offers the following:

**7.1. Occupational Instructor Certification.** Upon completion of instructor qualification training, CCAF accredited instructors who possess an associates degree or higher, may be nominated by their school commander/commandant for certification as an occupational instructor.

**7.2. Trade Skill Certification.** When a CCAF student separates or retires, a trade skill certification is awarded for the primary occupational specialty. CCAF uses a competency based assessment process for trade skill certification at one of four proficiency levels: Apprentice, Journeyman, Craftsman/Supervisor, or Master Craftsman/Manager. All are transcribed on the CCAF transcript.

**7.3. Degree Requirements.** All airmen are automatically entered into the CCAF program. Each individual should verify enrollment upon arrival at the first duty station. Airman should consult the local education office for any non-Air Force electives needed for a degree.

Subject	Semester Hours
Technical Education	24
Leadership, Management, and Military Studies	6
Physical Education	4
General Education	15
Program Elective Technical Education; Leadership, Management, and Military Studies; or General Education	15
<b>Total</b>	<b>64</b>

**8. Career Field Path.****8.1. Enlisted Career Path.**

<b>Table A6.2 Enlisted Career Path</b>				
<b>Education and Training Requirements</b>	<b>GRADE REQUIREMENTS</b>			
	Rank	Average Sew-On	Earliest Sew-On	High Year Of Tenure (HYT)
<b>Basic Military Training school</b>				
<b>Apprentice Technical School (2T031)</b> (3-Skill Level)				
<b>Upgrade To Journeyman (2T051)</b> (5-Skill Level) - Minimum 15 months on-the-job training. - Minimum 9 months on-the job training for retrainees - Complete appropriate CDC if/when available.	AB AMN A1C SrA	6 months 16 months 3 years	28 months	12 years
<b>Airman Leadership School (ALS)</b> - Must be a SrA with 48 months time in service or be a SSgt selectee. - Resident graduation is a prerequisite for SSgt sew-on (Active Duty Only).	<b><u>Trainer</u></b> - Recommended by supervisor. - Qualified and certified to perform the task to be trained. - Must attend the Air Force Training Course			
<b>Upgrade To Craftsman (2T071)</b> (7-Skill Level) - Minimum rank of SSgt. - 12 months OJT/ 6 months OJT for retrainees. - Complete appropriate CDC if/when available. - Attend Craftsman course, if applicable.	SSgt	7.5 years	3 years	20 years
	<b><u>Certifier</u></b> - Possess at least a SSgt with a 5-skill level or civilian equivalent. - Be a person other than the trainer except for AFSCs, duty positions, units, and/or work centers with specialized training standardization and certification requirements - Are capable of evaluating the task being certified. - Attend the Air Force Training Course			
<b>Noncommissioned Officer Academy (NCOA)</b> - Must be a TSgt or TSgt Selectee. - Resident graduation is a prerequisite for MSgt sew-on (Active Duty Only).	TSgt	12.5 years	5 years	24 years
	MSgt	16 years	8 years	26 years
<b>Upgrade To Superintendent (2T091)</b> (9-Skill Level) - Minimum rank of SMSgt (sewn on).	SMSgt	19.2 years	11 years	28 years
<b>USAF Senior NCO Academy (SNCOA)</b> - Must be a MSgt or above. - Resident graduation is a prerequisite for CMSgt sew-on (Active Duty Only).				
<b>Transportation Chief Enlisted Manager (2T000)</b>	CMSgt	21.5 years	14 years	30 years

## ***Section C - Skill Level Training Requirements***

**9. Purpose.** Skill level training requirements in this career field are defined in terms of task and knowledge requirements. This section outlines the specialty qualification requirements for each skill level in broad, general terms and establishes the mandatory requirements for entry, award, and retention of each skill level. The specific task and knowledge training requirements are identified in the STS at Part II of this CFETP.

### **10. Specialty Qualification:**

#### **10.1. Apprentice Level Training:**

##### **10.1.1. Specialty Qualification.**

**10.1.1.1. Knowledge.** All Traffic Management Apprentices must have a working knowledge of federal and military transportation regulations, instructions, directives; passenger and personal property entitlements; quality assurance evaluation procedures, United States and foreign customs regulations, warehousing procedures; military passenger, freight, and personal property rate computations; packaging methods, specifications, orders; hazardous cargo requirements; blocking, bracing, tiedown principles; and carrier capabilities and procedures for movement of passengers, cargo, and personal property in military and commercial air, rail, truck, and water systems.

**10.1.1.2. Education.** For entry into this specialty, completion of high school, including a basic computer course and a course in typing are desirable.

**10.1.1.3. Training.** For award of AFSC 2T031, completion of a basic traffic management course is mandatory.

**10.1.1.4. Experience.** Review AFMAN 36-2108.

**10.1.1.5. Other.** For entry, award, and retention of AFSCs 2T011/31/51, qualification to operate government vehicles according to AFMAN 24-309 is mandatory.

**10.1.2. Training Sources and Resources.** The AFSC 2T0X1 STS and the MAJCOM QTP provides the knowledge and task requirements for upgrade to the 3-skill level.

**10.1.3. Implementation.** Entry into training occurs upon completion of basic training. AFSC 2T031 is awarded following successful completion of Course L3ABR2T031 00AA, Traffic Management Apprentice.

#### **10.2. Journeyman Level Training:**

##### **10.2.1 Specialty Qualification.**

**10.2.1.1. Knowledge.** Mandatory knowledge includes: federal and military transportation regulations, instructions, and directives; passenger and personal property entitlements; quality assurance evaluation procedures, United States and foreign customs regulations, and warehousing procedures; military passenger, freight, and personal property rate computations; packaging methods, specifications, and orders; hazardous cargo requirements; blocking, bracing, and tiedown principles; and carrier capabilities and procedures for movement of passengers, cargo, and personal property in military and commercial air, rail, truck, and water systems.

**10.2.1.2. Education.** For entry into this specialty, completion of high school, including a basic computer course and a course in typing are desirable.

**10.2.1.3. Training.** Individuals must have a 15 month (9 months for retrainees) OJT period, complete all Core Task Elements identified in the 2T051 STS and 5-level CDC.

**10.2.1.4. Experience.** Qualification in and possession of AFSC 2T031. Experience desired in passenger travel, personal property, cargo movement procedures, and maintaining records and reports.

**10.2.1.5. Other.** For entry, award, and retention of AFSCs 2T011/31/51, qualification to operate government vehicles according to AFMAN 24-309 is mandatory.

**10.2.2. Training Sources and Resources.** Successful completion of CDC 2T051, Traffic Management Journeyman, satisfies most of the knowledge requirements for upgrade to the 5-skill level. The STS identifies additional mandatory core tasks (5) required for upgrade. For mandatory upgrade core task items (5) that cannot be completed at technical school or at unit level, waivers may be requested through their base OJT monitor to their MAJCOM functional manager (i.e., course instructors, JPPSOs, and ARC forces).

**10.2.3. Implementation.** Enrollment in CDC 2T051 takes place immediately after completion of the Traffic Management Apprentice Course and arrival at the first permanent duty station. Successful completion of the CDC, coupled with 15 months (9 months for retrainees) OJT is required for upgrade to the 5-skill level.

### **10.3. Craftsman Level Training:**

#### **10.3.1 Specialty Qualification.**

**10.3.1.1. Knowledge.** Mandatory knowledge includes: federal and military transportation regulations, instructions, and directives; passenger and personal property entitlements; quality assurance evaluation procedures, United States and foreign customs regulations, and warehousing procedures; military passenger, freight, and personal property rate computations; packaging methods, specifications, and orders; hazardous cargo requirements; blocking, bracing, and tiedown principles; and carrier capabilities and procedures for movement of passengers, cargo, and personal property in military and commercial air, rail, truck, and water systems.

**10.3.1.2. Education.** For entry into this specialty, completion of high school, including a basic computer course and a course in typing are desirable.

**10.3.1.3. Training.** Upgrade training to the 7-skill level in this specialty consists of completion of 7-level CDC along with 12 months (6 months for retrainees) OJT, completion of the 7-skill level Core Task items identified in the STS and successful completion of the advanced Traffic Management course. Every effort must be made to ensure completion of the 7-level CDC prior to attending the residence course. Only under the most extreme circumstances may this requirement be waived. Waivers must be processed according to AFI 36 2201, Volume 3, chapter 10.

**10.3.1.4. Experience.** Qualification in and possession of AFSC 2T051, experience supervising Airmen performing functions such as preserving, packaging, packing, and quality control of personal or government property, or arranging transportation for DOD personnel.

**10.3.1.5. Other.** For entry, award, and retention of AFSCs 2T011/31/51/71, qualification to operate government vehicles according to AFMAN 24-309 is mandatory.

**10.3.2. Training Sources and Resources.** Successful completion of the 7-level CDC, mandatory 7-level core task items, and the 7-level residence course, satisfies the knowledge and task requirements for upgrade. Waivers may be requested through individuals base OJT monitor to their MAJCOM functional manager (i.e., course instructors, JPPSOs, and ARC forces) for mandatory upgrade (7-level) core task items that cannot be completed at technical school or at unit level.

**10.3.3. Implementation.** Enter into 7-level upgrade effective 1 September if an individual is selected for promotion to E-5. Successful completion of all core 7-skill level items and certification by the member's supervisor after completion of mandatory upgrade requirements results in the award of 7-skill level.

**10.4. Superintendent Level Training:****10.4.1 Specialty Qualification.**

**10.4.1.1. Knowledge.** Knowledge is mandatory of: federal and military transportation regulations, instructions, and directives; passenger and personal property entitlements; quality assurance evaluation procedures, United States and foreign customs regulations, and warehousing procedures; military passenger, freight, and personal property rate computations; packaging methods, specifications, and orders; hazardous cargo requirements; blocking, bracing, and tiedown principles; and carrier capabilities and procedures for movement of passengers, cargo, and personal property in military and commercial air, rail, truck, and water systems.

**10.4.1.2. Education.** For entry into this specialty, completion of high school including classes basic computer course and a course in typing is desirable.

**10.4.1.3. Training.** *This area is reserved.*

**10.4.1.4. Experience.** Qualification in and possession of AFSC 2T071. Also, experience managing moving personal property, cargo, and passengers, including classification and freight routing and carrier selection.

**10.4.1.5. Other.** For entry, award, and retention of AFSCs 2T011/31/51/71/91, qualification to operate government vehicles according to AFMAN 24-309 is mandatory.

**10.4.2. Training Sources/Resources.** Successful completion of the USAF Senior NCO Academy resident course partially satisfies the knowledge requirements of the specialty knowledge section above. Completion of all applicable QTPs should satisfy remaining knowledge and experience requirements listed above.

**10.4.3. Implementation.** SMSgts or SMSgt selectees are eligible to attend the resident SNCO Academy course at Gunter AFB, AL. Sew-on of SMSgt is required for award of the 9-skill level. Completion of the SNCO Academy is mandatory before assuming the grade of CMSgt.

***Section D - Resource Constraints***

**11. Purpose.** This section identifies known resource constraints that preclude optimal/desired training from being developed or conducted, including information such as cost and manpower. Narrative explanations of each resource constraint and an impact statement describing what effect each constraint has on training are included. Also included in this section are actions required, office of primary responsibility, and target completion dates. Resource constraints will, as a minimum, be reviewed and updated annually.

**12. Apprentice Level Training:**

**12.1. Constraints.** None.

**13. Five Level Training:**

**13.1. Constraints.** None

**14. Seven-Level Training:**

**14.1. Constraints.** None

***Section E. Transitional Training Guide***

***“There are currently no transition training requirements. This area is reserved.”***

**BY ORDER OF THE SECRETARY OF THE AIR FORCE**

**OFFICIAL**

**DONALD J. WETEKAM, Lieutenant General, USAF  
Deputy Chief of Staff, Installations and Logistics**



## Part II

### *Section A - Specialty Training Standard*

#### **1. Implementation.**

**1.1.** Specialty Training Standard 2T031/2T051 Traffic Management Apprentice/Traffic Management Journeyman will be used for technical training provided by AETC for classes beginning 051003 graduating 051220.

**1.2.** Specialty Training Standard 2T071 Traffic Management Craftsman will be used for technical training provided by AETC for classes beginning February 2006.

**2. Purpose.** As prescribed in AFI 36-2201, volume 5, this STS:

**2.1.** Lists in column 1 (Task, Knowledge, and Technical References) spell out the most common tasks, knowledge, and technical references (TR) necessary for airman to perform duties in the 3-, 5-, and 7-skill level of the Traffic Management ladder of the Transportation Career Field. These tasks and knowledge items are based on an analysis of the duties and responsibilities contained in AFMAN 36-2108. Wartime tasks are identified by an "\*" in the far left of column 1.

**2.2.** Column 2 (Core Tasks) represent mandatory specialty-wide training requirements. Core Tasks are identified by an "\*" in the proper skill level column (A-3, B-5 or C- 7). Refer to AFI 36-2201 vol. 3 for more details on core tasks. Completion of non-mandatory tasks, tasks not identified which are pertinent to the unit, will be accomplished as tasks become available for training.

**2.3.** Column 3 (Certification for OJT) provides certification for OJT, it is used to record the status of tasks and knowledge training requirements. Use the Master Task List for the current unit to circle the appropriate items. Tasks and knowledge items status documentation must show a start date, completion date, trainee/trainer and certifier initials (when required). Use automated training management systems to document technician qualifications, if available. Refer to AFI 36-2201 vol. 3 for more details on proper training documentation.

**2.4.** Column 4 (Proficiency codes....) shows formal training and correspondence course requirements. It shows the proficiency to be demonstrated on the job by the graduate as a result of training on the task/knowledge and the career knowledge provided by the correspondence course. See CADRE/AFSC/CDC listing maintained by the unit training manager for current CDC listings.

**2.5.** Qualitative Requirements. Attachment 1 contains the proficiency code key used to indicate the level of training and knowledge provided by resident training and career development courses.

**2.6.** This STS becomes a job qualification standard (JQS) for on-the-job training when placed in AF Form 623, **Individual Training Record Folder**, and used according to AFI 36-2201, Volume 3. When used as a JQS, the following requirements apply:

**2.6.1. Documentation.** For documentation and transcribing procedures, see AFI 36-2201, volume 3.

**2.6.1.1. Documenting Career Knowledge.** When a CDC is not available: the supervisor identifies STS training references that the trainee requires for career knowledge and ensures, as a minimum, that trainees cover the mandatory items in AFMAN 36-2108. For two-time CDC course exam failures: supervisors identify all STS items corresponding to the areas covered by the CDC. The trainee completes a study of STS references, undergoes evaluation by the task certifier, and receives certification on the STS. **NOTE:** Career Knowledge must be documented prior to submitting a CDC waiver.

**2.6.1.2. Decertification and Recertification.** When an airman is found to be unqualified on a task previously certified for his or her position, the supervisor lines through the previous certification or deletes previous certification when using automated system. Appropriate remarks are entered on the AF Form 623A, **On-The-Job Training Record Continuation Sheet**, as to the reason for decertification. The individual is recertified (if required) either by erasing the old entries and writing in the new or by using correction fluid (if the entries were made in ink) over the previously certified entry.

**2.6.2. Training Standard.** Tasks are trained and qualified to the go/no go level. Go means the individual can perform the task without assistance and meet local demands for accuracy, timeliness, and correct use of procedures.

**2.7.** Is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Specialty Knowledge Tests (SKTs) are developed at the USAF Occupational Measurement Squadron by senior NCOs with extensive practical experience in their career fields. The tests sample knowledge of STS subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based upon study references listed in the WAPS catalog. Individual responsibilities are in chapter 1 of AFI 36-2605, *Air Force Military Personnel Testing System*. WAPS is not applicable to the Air Force Reserves and Air National Guard.

**3. Recommendations.** Report unsatisfactory performance of individual course graduates and any inadequacies of this CFETP to the 345 TRS/DORP, 1015 Femoyer St, Lackland AFB, TX 78236-5404. Reference specific STS paragraphs.

#### **4. Additional upgrade requirements.**

**4.1.** For award of the 5-skill level, supervisors will ensure:

**4.1.1.** Trainee performs duties in each traffic management process pertinent to each unit.

**4.1.2.** Trainee is certified in all 5-skill level core tasks identified in the STS.

**4.1.3.** Trainee successfully completes CDC.

**4.2.** For award of the 7-skill level, supervisors will ensure:

**4.2.1.** Trainee is certified in all 7-skill level core tasks identified in the STS.

**4.2.2.** Trainee successfully completes CDC.

**4.2.3.** Trainee completes the 7-level resident course. Prior to attending the 7-level resident course trainee must complete the requirements in paragraph 4.2.1. and 4.2.2.

***Section B - Course Objective List***

This area is reserved.

***Section C - Support Material***

5. The following list of support materials is not all-inclusive; however, it covers the most frequently referenced areas.

There are currently no support material requirements. This area is reserved.

***Section D - Training Course Index***

6. **Purpose.** This section of the CFETP identifies training courses available for the specialty and shows how the courses are used by each MAJCOM in their career field training programs.

**7. Air Force In-Residence Courses.**

<b><u>COURSE NUMBER</u></b>	<b><u>TITLE</u></b>	<b><u>LOCATION</u></b>	<b><u>USER</u></b>
L3ABR2T031-00AA	Traffic Management Apprentice	Lackland AFB, TX	AF
L3ACR2T071-00AA	Traffic Management Craftsman	Lackland AFB, TX	AF
L3AZR2T051-00AA	Hazardous Mat Preparer (Initial)	Lackland AFB, TX	DOD
L3AZR2T051-01AA	CMOS System Administrator	Lackland AFB, TX	AF
L7AZT2T051-00AA	Hazardous Mat Preparer (Initial)	Mobile Training	DOD
L5AZA2T051-001	Joint Personal Property	Ft Eustis, VA	AF
L5AZA2T051-002	Defense Adv Preservation and Packing	Aberdeen, MD	AF
L5AZA2T051-005	Defense Basic Preservation and Packing	Aberdeen, MD	AF
L5AZA2T051-006	Defense Packaging of Hazardous Materials for Transportation	Aberdeen, MD	AF
L5AZA2T051-004	Military Standard Transportation and Movement Procedures	Ft Eustis, VA	AF
L5AZA2T051-019	Installation Traffic Management	Ft Eustis, VA	AF
L5AZA2T051-003	Passenger Travel Specialist	Ft Eustis, VA	AF
L5OZN21T3-006	Transportation & Storage of Hazardous Materials	Athens, GA	AF
L5OZB24T3-001	Defense Packaging Design	(Mobile)	AF
L5AZN2T051-001	Transportation & Storage of Hazardous Materials (Refresher)	Athens, GA	AF
L5AZN2T051-002	MILSTAMP, and Over, Short, and Damaged Procedures	Athens, GA	AF
J3AIR3S200-002	Principles of Instruction	Sheppard AFB, TX	AF
L5OZA21T4-000	Defense Advanced Traffic Management	Ft Eustis, VA	AF
L3AZR2T251-00AA	Hazardous Mat Inspector (Initial)	Lackland AFB, TX	DOD
L7AZT2T251-00AA	Hazardous Mat Inspector (Initial)	(Mobile)	DOD

**8. Extension Course Institute (ECI) Courses**

<b><u>COURSE NUMBER</u></b>	<b><u>TITLE</u></b>	<b><u>LOCATION</u></b>	<b><u>USER</u></b>
CDC 2T051	Traffic Management Journeyman	Lackland AFB, TX	AF
CDC 2T071	Traffic Management Craftsman	Lackland AFB, TX	AF

### **9. Exportable Courses**

<b><u>COURSE NUMBER</u></b>	<b><u>TITLE</u></b>	<b><u>LOCATION</u></b>	<b><u>USER</u></b>
L6AZS2T251-000	Trans Combat Readiness & Resources	Lackland AFB, TX	AF
L6AZS2T000-003	Hazardous Mat Preparer (Refresher)	Lackland AFB, TX	AF
L6AZS2T000-002	Hazardous Mat Inspector (Refresher)	Lackland AFB, TX	AF

### **10. Courses Under Development/Revision**

None

### ***Section E - MAJCOM Unique Requirements***

***“There are currently no MAJCOM unique requirements. This area is reserved.”***

<b><i>This Block Is For Identification Purposes Only</i></b>		
<b>Name Of Trainee</b>		
<b>Printed Name (Last, First, Middle Initial)</b>	<b>Initials (Written)</b>	<b>SSAN</b>
<b>Printed Name Of Trainer, Certifying Official And Written Initials</b>		
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	

## QUALITATIVE REQUIREMENTS

Attachment 1, Proficiency Code Key		
	Scale Value	Definition: The individual
Task Performance Levels	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (Extremely Limited)
	2	Can do most parts of the task. Needs only help on hardest parts. (Partially Proficient)
	3	Can do all parts of the task. Needs only a spot check of completed work. (Competent)
	4	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (Highly Proficient)
*Task Knowledge Levels	a	Can name parts, tools, and simple facts about the task. (Nomenclature)
	b	Can determine step by step procedures for doing the task. (Procedures)
	c	Can identify why and when the task must be done and why each step is needed. (Operating Principles)
	d	Can predict, isolate, and resolve problems about the task. (Advanced Theory)
**Subject Knowledge Levels	A	Can identify basic facts and terms about the subject. (Facts)
	B	Can identify relationship of basic facts and state general principles about the subject. (Principles)
	C	Can analyze facts and principles and draw conclusions about the subject. (Analysis)
	D	Can evaluate conditions and make proper decisions about the subject. (Evaluation)
<b>Explanations</b> * A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Example: b and 1b)  ** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks.  - This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC.  X This mark is used alone in the course columns to show that training is required but not given due to limitations in resources.  <b>NOTE:</b> All tasks and knowledge items identified by "*" in column 1 are trained during war time.		

<b>This Block Is For Identification Purposes Only</b>		
<b>Name Of Trainee</b>		
<b>Printed Name (Last, First, Middle Initial)</b>	<b>Initials (Written)</b>	<b>SSAN</b>
<b>Printed Name Of Certifying Official And Written Initials</b>		
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	

### QUALITATIVE REQUIREMENTS

Behavioral Statement STS Coding System	
Code	Definition
K	Subject Knowledge Training - The verb selection identifies the individual's ability to identify facts, state principles, analyze, or evaluate the subject
P	Performance Training - Identifies that the individual has performed the task to the satisfaction of the course; however, the individual may not be capable of meeting the filed requirements for speed and accuracy.
pk	Performance Knowledge Training - The verb selection identifies the individual's ability to relate simple facts, procedures, operating principles, and operational theory for the task.
-	No training provided in the course or CDC.
X	Training is required but not provided due to limitations in resources.
Each STS element is written as a behavioral statement. The detail of the statement and verb selection reflects the level of training provided by resident training and career development courses.	

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
	A	B	C	A	B	C	D	E	3 Skill Level		5 Skill Level		7 Skill Level	
	3 Level	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
1 Career Path TR: AFMAN 36-2108; AFI 36-2201 Vol 2 & 3									A	-	-	-	-	-
* 2 Information Warfare/OPSEC vulnerabilities of AFSC 2T0X1 TR: AFI 10-1101; AFI 31-401; AFI 33-119									A	-	-	-	-	-
3 Air Force Occupational Safety and Health (AFOSH) program														
* 3.1 Hazards of AFSC 2T0X1 TR: AFI 24-202; AFOSH STDs 48-1, 48-8, 91-46 and 91-66; AFD 91-3, AFI 91-202, and AFI 91-301/2									A					
3.2 Use safety practices when operating														
* 3.2.1 Saws TR: AFOSH STDs 91-66 and 91-10		*							2b		-	b	-	-
* 3.2.2 Material handling equipment TR: AFOSH STDs 91-46, 91-66, and 91-501		*							2b		-	b	-	-
* 3.2.3 Hand tools TR: AFOSH STDs 91-46, 91-66, 91-10 and 91-501		*							2b	-	-	b	-	-
3.3 Accident prevention TR: AFI 91-202; AFOSH STD 91-501; AFI 24-202									A	-	-	-	-	-
3.4 Environmental compliance														
3.4.1 Initial federal hazard communication training TR: AFOSH STD 161-21.1G; DOD 6050.5-G-1									A	-	-	-	-	-
3.4.2 Hazardous waste management TR: AFPAM 32-7043									A	-	-	-	-	-
3.4.3 Pollution prevention TR: AFI 32-7080; AFI 32-7002									A	-	-	-	-	-
3.4.4 Waste minimization TR: AFI 32-7006									A	-	-	-	-	-
3.4.5 Hazardous material management TR: AFI 32-7086									A	-	-	-	-	-
4 General transportation, supervision, and training														
4.1 Automated data systems														
4.1.1 Operate Transportation Operational Personal Property Standard Systems (TOPS) TR: TOPS user's manual									2b	-	-	b	-	b
* 4.1.2 Operate Cargo Movement Operations System (CMOS) TR: AFI 24-201; CMOS user's manual		*							2b	-	-	b	2b	b
* 4.1.3 Operate Global Airlift Transportation Execution System (GATES) TR: GATES User's Manual		*							a	-	-	b	-	b
* 4.1.4 Integrated Deployment System (IDS) TR: AFI 24-238									A	-	-	B	B	B

	2. Core Tasks			3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
1. Tasks, Knowledge And Technical References	A	B	C	A	B	C	D	E	3 Skill Level		5 Skill Level		7 Skill Level	
	3 Level	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
* 4.1.5 Global Transportation Network (GTN) TR: AFI 24-238; GTN/USTRANSCOM Internet Website									A	-	-	B	B	B
4.1.6 Power Track TR: DOD 4500.9R, Part II									A	-	-	B	B	B
4.1.7 Transportation Operational Personal Property Standard System (TOPS) products TR: TOPS user's manual									-	-	-	-	B	-
4.1.8 Cargo Movement Operations System (CMOS) products TR: AFI 24-201; CMOS user's manual; AFI 24-238									-	-	-	-	B	-
4.1.9 Global Airlift Transportation Esecution System (GATES) TR: GATES User's Manual									-	-	-	-	B	-
4.2 Transportation self-inspection process TR: AFI 90-201			*						-	-	-	-	-	b
4.3 Transportation awards TR: AFI 36-2921									-	-	-	-	A	-
4.4 Unique transportation functions														
4.4.1 Joint Personal Property Shipping Office (JPPSO) TR: AFD 24-5									A	-	-	B	-	-
4.4.2 Combat Logistics Support Squadron (CLSS) TR: AFI 24-201									-	-	-	B	-	-
4.4.3 Enlisted Transportation Advisory Group (ETAG) TR: AFI 36-2201, Vol 5									-	-	-	-	-	B
4.4.4 Traffic Management Utilization and Training Workshop (U&TW) TR: AFI 36-2201, Vol 5									-	-	-	-	-	B
4.4.5 Water Clearance Authority (WCA) TR: AFI 24-201									A	-	-	B	-	-
* 4.4.6 Air Clearance Authority (ACA) TR: AFI 24-201									A	-	-	B	-	B
4.5 Determine the traffic management budget process TR: AFD 65-6, AFI 65-601, DOD 7000.14R									-	-	-	-	-	b
4.6 Support agreements and manpower issues														
4.6.1 Logistics support aggremments														
4.6.1.1 Host-Tenant Support Agreements TR: AFMAN 10-401, Vol I									-	-	-	-	-	-
4.6.1.2 Interservice Support Agreements TR: DODI 4000.19; AFI38-203; AFMAN 10-401, Vol 2									-	-	-	-	-	-
4.6.1.3 Memorandum of Agreement and Memorandum of Understanding TR: AFI 24-235; AFI 25-201									-	-	-	-	-	-



	2. Core Tasks			3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
1. Tasks, Knowledge And Technical References	A	B	C	A	B	C	D	E	A		B		C	
	3 Level	5 Level	7 Level	Tag Start	Tag Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
4.6.2 Logistics related Peacetime/Wartime Manpower and Personnel Process														
4.6.2.1 Unit Manpower Document (UMD) TR: AFI 24-235									-	-	-	-	-	-
4.6.2.2 Unit Personnel Management Roster (UPMR) TR: AFI 24-235									-	-	-	-	-	-
4.6.2.3 ANG/ARC Manday support request TR: AFI 36-2619									-	-	-	-	-	-
4.6.2.4 READY Augmentation support TR: AFMAN 10-401, Vol I									-	-	-	-	-	-
4.7 The 2T0X1 career field education and training plan (CFETP) TR: AFI 36-2201, Vol 2, 3, &5									-	-	-	-	-	B
4.8 Deployment operations														
4.8.1 Transportation planning/systems														
4.8.1.1 Operations plans TR: AFI 10-403; DOD 4500.9R, Part III									-	-	-	-	-	b
4.8.1.2 Time-phazed force and deployment data (TPFDD) TR: AFI 24-235; AFMAN 10-401, Vol I									-	-	-	-	-	b
4.8.1.3 Status of resources and training system (SORTS) TR: AFI 24-235									-	-	-	-	-	b
4.8.1.4 Designed operational capability (DOC) TR: AFI 24-235									-	-	-	-	-	b
4.8.1.5 Air Expeditionary Force (AEF) requirements TR: AFPD 10-4									-	-	-	-	-	-
* 4.8.1.6 Determine the deployment/reception process TR: AFI 10-403		*	*						b	-	-	b	b	b
4.8.2 Transportation wartime/contingency planning														
4.8.2.1 Planning (capabilities and mission) TR: AFI 10-403; DOD 4500.9R, Part III									-	-	-	-	-	B
4.8.2.2 Base Plans TR: AFI 24-235									-	-	-	-	-	B
4.8.2.3 War reserve material (WRM) TR: AFI 24-202									-	-	-	-	-	B
4.9 Publications used in the traffic management career field														
* 4.9.1 Use automated indexes to identify transportation publications and forms TR: USAF e-publishing Internet Website									a	-	-	-	-	-

	2. Core Tasks			3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
1. Tasks, Knowledge And Technical References	A	B	C	A	B	C	D	E	A		B		C	
	3 Level	5 Level	7 Level	Tag Start	Tag Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
* 4.9.2 Use publications to locate procedures, instructions, information, and technical orders pertinent to transportation TR: USAF e-publishing Internet Website									a	-	-	-	-	-
4.10 Training														
4.10.1 Training concepts														
4.10.1.1 OJT TR: AFI 36-2201, Vol 3									-	-	-	-	-	-
4.10.1.2 Upgrade training TR: AFI 36-2201									-	-	-	-	-	-
4.10.1.3 Training records TR: AFI 36-2201, Vol 3									-	-	-	-	-	-
4.10.1.4 Trainee responsibilities TR: AFI 36-2201, Vol 3									-	-	-	-	-	-
4.10.1.5 Career Development Course TR: AFI 36-2201, Vol 3									-	-	-	-	-	-
4.10.2 Evaluate personnel to determine need for training TR: AFI 36-2201									-	-	-	-	-	-
4.10.3 Plan, conduct and supervise OJT														
4.10.3.1 Prepare job continuation sheets TR: AFI 36-2201, Vol 3									-	-	-	-	-	-
4.10.3.2 Prepare job qualification standards TR: AFI 36-2201, Vol 3									-	-	-	-	-	-
4.10.3.3 Conduct training TR: AFI 36-2201									-	-	-	-	-	-
4.10.3.4 Counsel trainees on their progress									-	-	-	-	-	-
4.10.3.5 Monitor effectiveness of training														
4.10.3.5.1 Career knowledge upgrade training TR: AFI 36-2201									-	-	-	-	-	-
4.10.3.5.2 Job proficiency upgrade TR: AFI 36-2201									-	-	-	-	-	-
4.10.3.5.3 Qualification training TR: AFI 36-2201, Vol 3									-	-	-	-	-	-
4.10.4 Maintain training records TR: AFI 36-2201, Vol 3									-	-	-	-	-	-
4.10.5 Evaluate effectiveness of training programs TR: AFI 36-2201									-	-	-	-	-	-
4.10.6 Recommend personnel for training TR: AFI 36-2101; AFMAN 36-2108									-	-	-	-	-	-
4.10.7 USAF Graduate Evaluation Program														
4.10.7.1 Field Evaluation Questionnaire (FEQ) TR: AFI 36-2201									-	-	-	-	-	-
4.10.7.2 Graduate Assessment Survey (GAS) TR: AFI 36-2201									-	-	-	-	-	-

	2. Core Tasks			3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
1. Tasks, Knowledge And Technical References	A	B	C	A	B	C	D	E	A		B		C	
	3 Level	5 Level	7 Level	Tag Start	Tag Complete	Trainee Initials	Trainer Initials	Certifier Initials	3 Skill Level (1) Course	3 Skill Level (2) CDC	5 Skill Level (1) Course	5 Skill Level (2) CDC	7 Skill Level (1) Course	7 Skill Level (2) CDC
4.11 Supervision														
4.11.1 Orient new personnel TR: AFI 36-2201 Vol 3; AFI 36-2103; AFI 36-2618; and 36-2108									-	-	-	-	-	-
4.11.2 Establish work methods, controls, and performance standards TR: AFI 36-2201 Vol 3; AFI 36-2618									-	-	-	-	-	-
4.11.3 Prepare organizational and functional charts									-	-	-	-	-	-
4.11.4 Assign work to subordinates TR: AFI 36-2201 Vol 3; AFI 36-2618									-	-	-	-	-	-
4.11.5 Maintain follow-up to ensure schedules and objectives are met TR: AFI 23-205; AFMAN 36-2108; AFI 63-501									-	-	-	-	-	-
4.11.6 Review transportation documentation and correspondence prepared by subordinate personnel TR: DOD 4500.9R, parts I through V; JFTR Vol I; JTR Vol 2; AFJI 24-232; AFJI 24-231; PPCIG Vols 1 and 2; AFMAN 24-204(I); AFI 24-101; AFI 24-202; AFI 24-107; and AFI 24-201									-	-	-	-	-	-
4.11.7 Justify personnel and equipment TR: AFI 38-201/4									-	-	-	-	-	-
4.11.8 Plan and schedule work assignments and priorities TR: AFI 36-2618; AFMAN 36-2108; and AFI 36-2201, Vol 3									-	-	-	-	-	-
4.11.9 Evaluate work performance of subordinate personnel TR: AFI 36-1001; AFI 36-2406; AFI 36-2503; AFI 36-2907; AFI 36-3208; AFI 36-2618; and AFI 36-2201, Vol 3									-	-	-	-	-	-
4.11.10 Resolve technical transportation problems encountered by subordinates TR: 24 series AF publication; DOD 4500.9R; JFTR Vol I; JTR Vol 2; commercial transportation publications; AFPAM 36-2922									-	-	-	-	-	-
4.11.11 Counsel personnel and resolve individual problems TR: AFI 36-2618; AFI 36-2201; AFPAM 36-2922									-	-	-	-	-	-
4.11.12 Initiate action to correct substandard performance TR: AFI 36-2503; AFI 36-2907									-	-	-	-	-	-
4.12 Customer service in the traffic management flight									B	-	-	B	B	B
4.13 Entitlement Extensions TR: JFTR Vol I; JTR Vol 2, and AFSUP to JFTR Vol I									-	-	-	b	2b	-

	2. Core Tasks			3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
1. Tasks, Knowledge And Technical References	A	B	C	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
	3 Level	5 Level	7 Level	Tag Start	Tag Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
* 4.14 Travel orders TR: DOD 4500.9R Part I; JFTR Vol I; JTR Vol II; AFI 24-101; DOD 4515.13R		*							A	-	-	B	-	-
4.15 Prepare purchase orders TR: AFI 64-109									-	-	-	-	-	-
4.16 Intransit Visibility TR: AFI 24-238; AFI 24-201									A	-	-	B	B	B
5 Passenger Travel														
* 5.1 Determine passenger movement entitlements TR: JFTR Vol I; JTR Vol 2; AFSUP to JFTR Vol I and JTR Vol II; AFI 24-101; DOD 4500.9R, Part I; and DOD 4515.13R		*	*						2b	-	-	b	2b	b
* 5.2 Passenger movement entitlement counseling procedures TR: JFTR Vol I; JTR Vol 2; AFSUP to JFTR Vol I and JTR Vol II; AFI 24-101; DOD 4500.9R, Part I; and DOD 4515.13R									b	-	-	b	-	b
* 5.3 Determine the passenger movement process TR: DOD 4500.9R and AFI 24-101		*	*						2b	-	-	b	2b	b
5.4 Types of travel TR: DOD 4500.9R, Part I; DOD 4515.13R; and AFI 24-101									-	-	-	A	-	A
5.5 Types of travelers TR: DOD 4500.9R, Part I; DOD 4515.13R; and AFI 24-101									-	-	-	A	-	A
* 5.6 Arrange travel for eligible travelers TR: DOD 4500.9R, Parts I and II; AFI 24-101; AFI 24-201		*	*						b	-	-	b	-	b
5.7 Quality assurance of commercial travel office functions TR: CTO Quality Assurance Surveillance Plan and Contract; AFI 24-101									A	-	-	B	-	-
5.8 Passenger movement payment methods TR: AFI 24-101; Local Developed Procedures between the CTO, FM, TMF, and Regional DFAS Payment Center		*							a	-	-	b	2b	b
* 5.9 Emergency leave travel TR: DOD 4500.9R, Part I; AFI 24-101; JFTR Vol I; and DOD 4515.13R		*							B	-	-	B	-	-
5.10 Circuitous travel TR: DOD 4500.9R, Part I; AFI 24-101; JFTR Vol I, AMC Sequence Listing Guide									A	-	-	-	-	-
* 5.11 Determine customs requirements for passenger travel TR: Foreign Clearance Guide, DOD 4500.54G and AFI 24-101									a	-	-	b	-	b

	2. Core Tasks			3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
1. Tasks, Knowledge And Technical References	A	B	C	A	B	C	D	E	A		B		C	
	3 Level	5 Level	7 Level	Tag Start	Tag Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
5.12 Document receipt of unused accountable documents TR: DOD 4500.9R, Part I; AFI 24-101									a	-	-	b	-	-
6 Personal Property														
6.1 Determine Personal Property Movement Entitlements														
6.1.1 Household goods TR: JFTR/JTR and the Air Force Supplement, Personal Property Consignment Instruction Guide, Volumes I and II; DOD 4500.9R, Part IV		*							2b	-	-	b	-	b
6.1.2 Unaccompanied baggage TR: JFTR/JTR and the Air Force Supplement, Personal Property Consignment Instruction Guide, Volumes I and II; DOD 4500.9R, Part IV		*							2b	-	-	b	-	b
6.1.3 Professional books, papers and equipment (PBP&E) TR: JFTR/JTR and the Air Force Supplement, Personal Property Consignment Instruction Guide, Volumes I and II; DOD 4500.9R, Part IV		*							b	-	-	b	-	b
6.1.4 Mobile homes TR: JFTR/JTR and the Air Force Supplement, Personal Property Consignment Instruction Guide, Volumes I and II; DOD 4500.9R, Part IV									b	-	-	b	-	b
6.1.5 Privately owned vehicles TR: JFTR/JTR and the Air Force Supplement, Personal Property Consignment Instruction Guide, Volumes I and II; DOD 4500.9R, Part IV									2b	-	-	b	-	b
6.1.6 Motorcycles TR: JFTR/JTR and the Air Force Supplement, Personal Property Consignment Instruction Guide, Volumes I and II; DOD 4500.9R, Part IV									2b	-	-	b	-	b
6.1.7 Boats TR: JFTR/JTR and the Air Force Supplement, Personal Property Consignment Instruction Guide, Volumes I and II; DOD 4500.9R, Part IV									2b	-	-	b	-	b
6.1.8 Privately owned firearms TR: JFTR/JTR and the Air Force Supplement, Personal Property Consignment Instruction Guide, Volumes I and II; DOD 4500.9R, Part IV									2b	-	-	b	-	b

	2. Core Tasks			3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
1. Tasks, Knowledge And Technical References	A	B	C	A	B	C	D	E	A		B		C	
	3 Level	5 Level	7 Level	Tag Start	Tag Complete	Trainee Initials	Trainer Initials	Certifier Initials	3 Skill Level (1) Course	3 Skill Level (2) CDC	5 Skill Level (1) Course	5 Skill Level (2) CDC	7 Skill Level (1) Course	7 Skill Level (2) CDC
6.1.9 Personally-procured moves (PPM) TR: Air Force Supplement to the JFTR, Personal Property Consignment Instruction Guide, Volumes I and II; DOD 4500.9R, Part IV		*							b	-	-	b	-	b
6.1.10 Dependents and eligible heirs of deceased personnel TR: JFTR/JTR and the Air Force Supplement, Personal Property Consignment Instruction Guide, Volumes I and II; DOD 4500.9R, Part IV									a	-	-	b	-	b
6.1.11 Unauthorized items TR: JFTR/JTR and the Air Force Supplement, Personal Property Consignment Instruction Guide, Volumes I and II; DOD 4500.9R, Part IV									2b	-	-	b	-	b
6.1.12 Nontemporary storage (NTS) TR: JFTR/JTR and the Air Force Supplement, Personal Property Consignment Instruction Guide, Volumes I and II; DOD 4500.9R, Part IV, AFJI 24-231		*							2b	-	-	b	-	b
6.1.13 Storage-in-Transit (SIT) TR: JFTR/JTR and the Air Force Supplement, Personal Property Consignment Instruction Guide, Volumes I and II; DOD 4500.9R, Part IV		*							2b	-	-	b	-	b
6.2 Personal property shipping office operations														
6.2.1 Personal property entitlement counseling procedures TR: JFTR/JTR and the Air Force Supplement									b	-	-	b	-	b
6.2.2 Determine the personal property movement process TR: PPCIG Vols I and II; Personal Property Rate Solicitation Guide; DOD 4500.9R Part IV; Domestic HHG Carrier Bureau Mileage Guide and/or the DTOD website as used by TOPS		*	*						2b	-	-	b	-	b
6.2.3 Determine disposition of incoming personal property TR: JFTR/JTR and the Air Force Supplement; DOD 4500.9R, Part IV									2b	-	-	-	-	-
6.2.4 Determine the Excess Cost Adjudication Function (ECAAF) process TR: DOD 4500.9R, Part IV			*						b	-	-	b	2b	b

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
	A	B	C	A	B	C	D	E	A		B		C	
	3 Level	5 Level	7 Level	Tag Start	Tag Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
6.2.5 Determine liability for loss and/or damage TR: DOD 4500.9R, Part IV, Foreign Clearance Guide, Personal Property Consignment Instruction Guide, Vol I and II									b	-	-	b	-	b
6.2.6 Determine customs requirements for personal property shipments TR: DOD 4500.9R, Part IV									2b	-	-	b	-	b
6.2.7 Airlift of household goods TR: DOD 4500.9R, Part IV									-	-	-	-	2b	b
6.3 Personal Property Movement Documents														
6.3.1 Prepare bill of lading TR: DOD 4500.9R, Part IV									2b	-	-	-	-	-
6.3.2 Prepare bill of lading correction notice TR: DOD 4500.9R, Part IV									2b	-	-	-	-	-
6.3.3 Prepare service orders TR: DOD 4500.9R, Part IV									2b	-	-	-	-	-
6.3.4 Reweigh documents TR: DOD 4500.9R, Part IV									A	-	-	B	-	-
6.3.5 Prepare applications for shipment TR: DOD 4500.9R, Part IV; TOPS Counseling Module									2b	-	-	b	-	-
6.3.6 Prepare Advance Transportation Control and Movement Document (TCMD) TR: DOD 4500.9R, Part II									2b	-	-	b	-	-
6.3.7 Documentation for shipment of privately owned vehicles TR: DOD 4500.9R, Part IV									A	-	-	B	-	-
6.4 Quality assurance of personal property shipments														
6.4.1 Determine the Personal Property Quality assurance process TR: DOD 4500.9R, Part IV									-	-	-	b	-	b
6.4.2 Requirements for carriers agents of personal property TR: DOD 4500.9R, Part IV									A	-	-	B	-	B
6.4.3 Personal property shipment inspections TR: MIL STD 129; DOD 4500.9R, Part IV									a	-	-	b	-	b
6.4.4 Weighing/reweighing procedures for personal property shipments TR: DOD 4500.9R, Part IV									a	-	-	b	-	b
6.4.5 Maintain carrier performance files TR: DOD 4500.9R, Part IV									a	-	-	b	-	b
6.4.6 Maintain shipment inspection/evaluation records TR: DOD 4500.9R, Part IV									a	-	-	b	-	b
6.4.7 Inspect carrier's facilities TR: DOD 4500.9R, Part IV									a	-	-	b	-	b

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
	A	B	C	A	B	C	D	E	A		B		C	
	3 Level	5 Level	7 Level	Tag Start	Tag Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
6.4.8 Personal property carrier performance evaluations TR: DOD 4500.9R, Part IV									a	-	-	b	-	b
7 Cargo movement and packaging														
7.1 Cargo Movement														
7.1.1 Determine the cargo movement process TR: AFI 24-201; AFI 24-202; AFMAN 24-204(I); MIL STD 129; MIL STD 2073; NMFC; UFC; 49 CFR; IATA Dangerous Goods Regulation; IMDG; North American Emergency Response Guidebook; AFPAM 24-237; AFJMAN 24-206; DOD 4500.9R, Part II		-	*						-	-	-	b	-	b
7.1.2 Prepare shipment for movement/storage TR: AFI 24-201; MIL STD 129			*						-	-	-	b	-	b
* 7.1.3 Determine customs requirements for government owned freight TR: DOD 4500.9R, Part V; AFI 24-201									a	-	-	b	-	b
* 7.1.4 Determine transportation account codes (TAC) TR: DOD 4500.9R, Part V; AFI 24-201		*							a	-	-	b	2b	b
7.1.5 Determine second destination transportation funding procedures TR: AFI 24-201									-	-	-	b	b	b
7.2 Shipment Planning														
* 7.2.1 Uniform Material Movement and Issue Priority System (UMMIPS) TR: AFI 24-201		*							A	-	-	B	-	-
* 7.2.2 Receive items for shipment TR: AFI 24-201; AFI 24-202		*							2b	-	-	b	-	-
7.2.3 Classify freight for movement TR: NMFC; UFC									b	-	-	b	-	-
7.2.4 Determine freight charges TR: NMFC; UFC; channel sequence listing									b	-	-	b	-	-
* 7.2.5 Consolidate shipments TR: AFI 24-201; AFI 24-202		*							2b	-	-	b	-	-
7.2.6 Transportation modes														
* 7.2.6.1 Modes of shipment TR: DOD 4500.9R, Part II; AFI 24-201		*							A	-	-	B	-	B
7.2.6.2 Airlift role (peacetime and wartime/contingencies) TR: AFI 24-201									-	-	-	-	-	B
7.2.6.3 Sealift operations TR: DOD 4500.9R, Part II									-	-	-	-	-	B
7.2.6.4 Overland transportation within CONUS TR: AFI 24-201									-	-	-	-	-	B
7.2.6.5 Civil Reserve Air fleet (CRAF) TR: DOD 4500.9R, Part II									-	-	-	-	-	B
* 7.2.7 Routing freight shipments TR: AFI 24-201; DOD 4500.9R, Part II		*							2b	-	-	b	-	b



1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
	A	B	C	A	B	C	D	E	A		B		C	
	3 Level	5 Level	7 Level	Tag Start	Tag Complete	Trainee Initials	Trainer Initials	Certifier Initials	3 Skill Level (1) Course	3 Skill Level (2) CDC	5 Skill Level (1) Course	5 Skill Level (2) CDC	7 Skill Level (1) Course	7 Skill Level (2) CDC
7.2.8 Determine if commercial carrier's equipment meets transportation requirements TR: AFI 24-201		*							-	-	-	b	-	-
7.3 Cargo Security														
* 7.3.1 Determine minimum security standards TR: AFI 24-201		*							2b	-	-	b	-	b
* 7.3.2 Emergency procedures TR: AFI 24-201		*							b	-	-	b	-	-
7.4 Shipment/storage of materiel														
* 7.4.1 Apply Preservation TR: AFI 24-202; MIL STD 2073-1; AFPAM 24-237		*							a	-	-	b	-	-
* 7.4.2 Perform heat sealing TR: MIL Handbook 263; MIL STD 1686		*							2b	-	-	b	-	-
* 7.4.3 Select containers for freight shipments TR: MIL STD 2073-1; TO 00-85-B-3		*							2b	-	-	b	-	-
* 7.4.4 Package items TR: AFI 24-202; DOD 4500.9R, Part II		*							2b	-	-	b	-	-
* 7.4.5 Block and brace items within container TR: AFI 24-202; MIL Handbook 107J; MIL STD 20731		*							2b	-	-	b	-	-
7.4.6 Foam-in-place packaging procedures TR: MIL HDBK 775									a	-	-	b	-	-
* 7.4.7 Construct/fabricate containers TR: PPP-B-1672; TO 00-85-B-3		*							2b	-	-	b	-	-
* 7.4.8 Determine cargo measurements TR: DOD 4500.9R, Part III		*							2b	-	-	b	-	-
* 7.4.9 Operate saws TR: AFOSH STD 91-22; AFI 91-301		*							2b	-	-	b	-	-
* 7.4.10 Apply shipment identification TR: MILSTD 129; DOD 4500.9R, Part II		*							2b	-	-	b	-	-
* 7.4.11 Hazardous material familiarization TR: AFJI 24-210; AFOSH STD 48-8; AFMAN 24-204(I); MILSTD 129; 49 CFR; IATA; IMDG Code; AFI 24-202		*							a	-	-	b	-	b
* 7.4.12 Sensitive/classified shipment procedures TR: AFI 24-202; DOD 4500.9R, Part II; MIL STD 129		*							a	-	-	b	-	-
* 7.4.13 Prepare DD Form 1907, signature and tally record TR: AFI 24-201; DOD 4500.9R, Part II; CMOS User Manual		*							2b	-	-	b	-	b
7.4.14 Prepare DD Form 626, Motor Vehicle Inspection TR: AFI 24-201; DOD 4500.9R, Part II									a	-	-	b	-	-

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
	A	B	C	A	B	C	D	E	A		B		C	
	3 Level	5 Level	7 Level	Tag Start	Tag Complete	Trainee Initials	Trainer Initials	Certifier Initials	3 Skill Level (1) Course	3 Skill Level (2) CDC	5 Skill Level (1) Course	5 Skill Level (2) CDC	7 Skill Level (1) Course	7 Skill Level (2) CDC
* 7.4.15 Package electrostatic discharge sensitive (ESDS) items TR: MIL STD 1686; MIL Handbook 263; MIL STD 129		*							2b	-	-	b	-	-
* 7.4.16 Utilize special packaging instructions TR: AFI 24-202; DOD 4500.9R, Part II; AFPAM 24-237		*							2b	-	-	b	-	-
7.4.17 Administer reusable container program TR: AFI 24-202; DOD 4500.9R, Part II; AFPAM 24-237									a	-	-	b	-	b
7.5 Prepare shipping documents and reports														
* 7.5.1 Shipment planning worksheet (SPWS) TR: AFI 24-201; DOD 4500.9R, Part II		*							2b	-	-	b	-	b
* 7.5.2 Military shipment label (automated and manual completion) TR: CMOS User Manual; MIL STD 129									2b	-	-	-	-	-
* 7.5.3 Advance transportation control and movement document (advance TCMD) (Automated and Manual completion) TR: CMOS User Manual		*							2b	-	-	b	-	-
* 7.5.4 Bills of lading (automated and manual completion) TR: CMOS User Manual									2b	-	-	b	-	b
7.5.5 Transportation discrepancy reports (DISREP) TR: DOD 4500.9R, Part II; AFI 24-202									2b	-	-	b	-	b
* 7.5.6 Report of shipment (REPSHIP) TR: AFI 24-201		*							2b	-	-	b	-	b
* 7.5.7 Incheck/warehousing shipments utilizing bills of lading/TCMD TR: AFI 24-201; DOD 4500.9R, Part II		*							2b	-	-	b	-	-
7.6 Loading/unloading operations														
* 7.6.1 Special equipment requirements TR: Transportation Facilities Guide; DOD 4500.9R									A	-	-	B	-	-
* 7.6.2 Operate material handling equipment (MHE) TR: AFJMAN 24-306; Equipment Operator's Manual		*							2b	-	-	b	-	-
* 7.6.3 Load carriers equipment TR: DOD 4500.9R, Part II		*							2b	-	-	b	-	-
* 7.6.4 Block and brace items on carrier's equipment TR: TO 00-85 series		*							2b	-	-	b	-	-
* 7.7 Maintain freight shipment records TR: AFI 24-201		*							2b	-	-	b	-	-
7.8 Carrier Performance Program (CPP) TR: DOD 4500.9R, Part II									-	-	-	B	-	-

	2. Core Tasks			3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
1. Tasks, Knowledge And Technical References	A	B	C	A	B	C	D	E	A		B		C	
	3 Level	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
* 7.9 Trace shipments TR: AFI 24-238; AFI 24-201									a	-	-	b	-	b
7.10 Transportation support to contracting TR: AFI 24-201; DOD 4500.9R, Part II									-	-	-	B	-	B
* 7.11 Freight carrier payment arrangements TR: AFI 24-201; DOD 4500.9R, Part II			*						-	-	-	A	B	B

Note: BLK #4: Columns (1) & (2) can be relabeled to meet CF Requirements; i.e., 2 phase 3 skill level course, 5 lvl QTPs.